



ROYAL
BALLET
SCHOOL



JOIN OUR TEAM

WORK AT THE ROYAL BALLET SCHOOL

ABOUT US

We are a global organisation with an important mission: to nurture, train and educate exceptional classical ballet dancers and to set the standard for dance training worldwide.

As a boarding school, a performing arts organisation and a charity, our team is varied. Our staff have specialist skills in dance, academics, pastoral care, healthcare, outreach, marketing, fundraising, and operations - to name a few.

We look for committed, enthusiastic candidates who demonstrate the skills and experience we need.

People are the key to our success - we attract, retain, develop and motivate the best in their fields to share our commitment to providing excellent care and education for our aspiring dancers and dance teachers.

OUR VALUES

**ACTIVELY
WIDENING
ACCESS**

**OUR HERITAGE
NOURISHES
OUR FUTURE**

**STRIVING FOR
EXCELLENCE**

**NURTURING
INDIVIDUALS**

**ALWAYS
INNOVATING**

**INTENSIVE
COURSES
ASSISTANT
(MATERNITY COVER)**

APPLICATION DETAILS

LOCATION:

Covent Garden, London
Richmond, Surrey
Hybrid working

HOURS:

Full time, 35 hours per week
(additional weekend work will
be compensated with TOIL)

START DATE:

June 2026

ANNUAL SALARY:

£26,500 per annum

CONTRACT:

This position is a one-year fixed
term maternity cover

APPLICATION CLOSING DATE:

Friday 10 April 2026. Applications
will be reviewed on submission.



OVERALL PURPOSE OF THE ROLE

Support the administration and coordination of the Royal Ballet School's Intensive Course Programme across the UK and internationally, working under the guidance of the Intensive Courses Lead.

SUMMARY OF THE ROLE

A great opportunity for a confident and well-organised administrative assistant. Supporting the Intensive Course Lead, you will assist the administrative team in delivering a range of activities across the UK. You will bring administrative experience and enjoy carrying out the day-to-day tasks that help ensure programmes run smoothly. A flexible and supportive approach is essential, along with the ability to work collaboratively and maintain a high standard of accuracy and organisation in all aspects of your work.

MAIN DUTIES

This list should be seen as illustrative rather than prescriptive

In collaboration with fellow department Coordinators:

- Supporting the coordination and delivery of Intensive Courses across the UK and Internationally
- Providing day-to-day administrative support to the Intensive Courses team
- Assisting with the management of a shared inbox, responding to queries and escalating where necessary
- Supporting the preparation of materials and resources for Intensive Courses in the UK and Internationally
- Liaising with internal teams and external stakeholders in a professional manner
- Maintaining accurate records, databases, and files
- Providing support with additional tasks as required, within the scope of the role

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Previous administrative experience in an office or team environment
- Strong organisational skills with the ability to manage and prioritise a varied workload
- Experience of managing or supporting shared inboxes and responding to enquiries
- Demonstrable experience of event management involving young people
- Excellent attention to detail and accuracy in all aspects of work
- Capable of supporting a large team in a variety of areas as well as working independently and autonomously when the job requires
- Excellent interpersonal and communication skills, able to build supportive relationships with internal and external stakeholders
- Able to represent the school Intensive Courses and confidently promote the work of the team
- Strong working knowledge of Windows PC systems and Microsoft Office programs
- Familiar with database systems or experience of learning new systems quickly
- Willing to travel and work unsociable hours when required
- Ability to work effectively both independently and as part of a team
- Empathy with and a commitment to the aims and ethos of the School.

DESIRABLE CRITERIA

- Knowledge of or interest of ballet and/or dance in education
- Experience of working in an arts or educational organisation

SAFEGUARDING DUTIES AND RESPONSIBILITIES

The School is committed to safeguarding and promoting the welfare of children and young people and recognises that safeguarding and promoting the welfare of children is everyone's responsibility. The School expects all staff and volunteers to share this commitment to children's safeguarding and to share this child-centred approach. This approach means that staff must consider, at all times, what is in the best interests of the child. Additionally, the following is expected of all staff:

- To uphold the School's policies relating to safeguarding and child protection, behaviour, health and safety and all other relevant policies
- To promote and safeguard the welfare of children and young persons for whom you are responsible and come into contact with
- To report any safeguarding concerns using the relevant channels, such as informing the Designated Safeguarding Lead, in a timely and appropriate manner
- To ensure full compliance with all statutory regulations, particularly the most recent Keeping Children Safe in Education, and to communicate concerns to the Designated Safeguarding Lead, other relevant staff of The Royal Ballet School or local children's services as appropriate.

We are committed to creating an environment where all our employees feel part of our team and can flourish, regardless of their background. We're proud to be an inclusive workplace that promotes and values diversity.

The information detailed here about this role should not be considered encompassing. Over time, the emphasis of the job may change without changing the general characterisation of the role or the level of duties and responsibilities. This information will be periodically reviewed and revised in consultation with the postholder.



**CLICK HERE
TO APPLY**

**CLICK FOR
ASSISTANCE
WITH YOUR
APPLICATION**

**CLICK TO
CONTACT US
IF YOU HAVE
QUESTIONS**

